

Job Description

Job Title:	Administrative Assistant
Department:	Campus Wellness
Reports To:	Director, Campus Wellness
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	October 2015

Primary Purpose

The **Administrative Assistant** is accountable to the Director, Campus Wellness. This position is responsible for coordinating direct administrative support to the Director, Campus Wellness and other members of the Senior Management team. On behalf of the Director, Campus Wellness, this individual provides organizational support to Campus Wellness staff. On behalf of the Director, Campus Wellness, this position relates to the University of Waterloo community. The **Administrative Assistant** is also responsible for internal communication (within Campus Wellness areas) regarding operational functions and Campus Wellness activities and initiatives.

Key Accountabilities

Administrative Support - Director, Campus Wellness

- Function as the administrative, professional “face” of Campus Wellness
- Provide direct administrative support
- Assist in report and presentation preparation
- Serve as resource for application of University of Waterloo policy, guidelines and practices, including human resource policies and procedures
- Assist Director with strategic planning
- Provide background research; develop draft proposals for funding initiatives / programs

Administrative support for Campus Wellness - on behalf of Director, Campus Wellness

- Provide administrative support for Campus Wellness Senior Management Team (Director, Campus Wellness; Director, Health Services; Director, Counselling Services; Administrative Officer; Associate Director, Health Promotion)
- Coordinates standing committee meetings including scheduling, notification, minute-taking and distribution
- Provide support for other Campus Wellness staff, as required
- Work in collaboration with Client Customer Service Supervisor to coordinate delegation of some administrative tasks

Administrative Support – Residency Programme

- Collaborate with Medical leaders to coordinate on-boarding and termination of psychiatric and medical residents
- Provide administrative and logistical support to residents
- Liaise with Client Customer Service Supervisor to coordinate administrative support for residents

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<ul style="list-style-type: none">• Liaise with Operations Supervisor to coordinate operational support of residents
<p>Communication - Inter-departmental / Intra-departmental</p> <ul style="list-style-type: none">• Function as central point-person for internal Campus Wellness communication, providing leadership and organization regarding inter-departmental and intra-departmental communication• Coordinate regular on-going communication to Campus Wellness staff as well as coordinating communication regarding special projects and initiatives• Oversee and maintain Campus Wellness SharePoint site (including content and permissions)
<p>Financial / Data</p> <ul style="list-style-type: none">• Assist Director, Campus Wellness in data-gathering and report preparation• Liaise with Financial Services to assist in budget preparation and evaluation
<p>Special Projects, Initiatives and Responsibilities</p> <ul style="list-style-type: none">• Provide logistical and practical support and coordination for Campus Wellness events, activities and initiatives (joint staff meetings, etc.)• Provide support and liaison to campus-wide committees as required (i.e. Committee on Student Mental Health)• Design and implement tracking systems for ongoing Campus Wellness initiatives (i.e. onboarding new staff, absence management, training)• Assist Operations Supervisor with coordination of facilities-related responsibilities (i.e. office moves, key control, health and safety)

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Undergraduate degree in Business Administration or diploma in Health Administration, or equivalent experience
<p>Experience</p> <ul style="list-style-type: none">• At least three years of administrative experience supporting senior management preferably in a healthcare facility (post-secondary setting beneficial)
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• MS Word, extensive knowledge• Excel, intermediate knowledge• PowerPoint, extensive knowledge• Microsoft Office suite, extensive knowledge• Sharepoint, experience preferred

Nature and Scope

- **Contacts:** Campus Wellness senior administration, clinical staff (physicians, nurses, mental health professionals); University administrators and staff (campus police, administrative support units, etc.)
- **Level of Responsibility:** Responsible for working independently and strategically, anticipating administrative and communication needs for Campus Wellness. Responsible for all aspects of administrative support as outlined above.
- **Decision-Making Authority:** In collaboration with Director, Campus Wellness, has authority for all areas outlined above.
- **Physical and Sensory Demands:** Possibility for multiple interruptions and competing priorities on a daily basis. Flexibility and responsiveness to a variety of day-to-day and long-term issues are required. Ample opportunity for movement within various areas in at least two on-campus buildings where Wellness services are delivered. May require moderate physical demands, including light lifting and moving of equipment/material.
- **Working Environment:** Exposure to regular disagreeable conditions typical of a senior staff position. Normal stress and pressure associated with this level of position. Located indoors in comfortable, fast-paced office environment populated by clinical, administrative staff, as well as clients (University of Waterloo students, staff and faculty and their families). There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails, unplanned but urgent support requests, varying student volumes at different times of year). At times, hours of operation include from 8:00 a.m. to 8:00 p.m. Position requires flexibility to occasionally shift working hours to include evenings.